

Printing and Publishing Services

The Office of State Publishing (OSP) provides a wide range of innovative printing services, which include but are not limited to the following services:

**A private vendor assumed responsibility for publishing the Notice Register effective January 1, 2006. For information about the Notice Register pricing and subscriptions, please see the Office of Administrative Law website at <http://www.oal.ca.gov/> or contact Melvin Fong at (916) 324-7952*

Advertising in State Publications

When printing at OSP, State agencies may include advertising in their publications. OSP provides the publishing representative and administrative management services that will solicit the advertising companies, generate, record and reimburse advertising revenue to your agency.

To find out how OSP can save you money and reduce your print expenses please contact the Office of State Publishing at (916) 323-5098 or 866-824-0603 or visit our website at www.dgs.ca.gov/osp.

Business Cards

Full color, single color and custom cards available through electronic and traditional ordering. See samples of the full color business cards on the internet at www.dgs.ca.gov/osp. Contact the Office of State Publishing at (916) 322-2629 (CALNET 492-2629).

4 color, 1 sided cards	2007-2008: \$45.00 per box (400)	Proposed 2008-09: \$45.00 per box (400)
1 color, 1 sided cards	2007-2008: \$45.00 per box (400)	Proposed 2008-09: \$45.00 per box (400)
Custom cards	2007-2008: Varies	Proposed 2008-09: Varies
Business Forms and Stationery Continuous feed, snap-outs, roll to roll and electronic forms. Letterheads, memorandums and envelopes. <i>For additional information contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.</i>	2007-2008: Estimates and consultation available upon request.	Proposed 2008-09: Estimates and consultation available upon request.
Desktop Publishing Services Typesetting, proofreading, scanning, color correction, file transfers, color proofing, and electronic imposition.	2007-2008: Estimates and consultation available upon request.	Proposed 2008-09: Estimates and consultation available upon request.

For additional information contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Fulfillment Services

Maintains, reviews, develops, publishes and disseminates administrative publications including the State Administrative Manual (SAM); revisions to SAM and Management Memos.

SAM Binders	2007-2008: \$30.00 each	Proposed 2008-09: \$30.00 each
Annual SAM Revision Subscription, including Management Memo	2007-2008: \$130.00 per year	Proposed 2008-09: \$130.00 per year

Complete SAM	2007-2008: \$250.00 per copy	Proposed 2008-09: \$250.00 per copy
California Regulatory Notice Register (Subscription)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
California Regulatory Notice Register (Single Issues - Regular)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
California Regulatory Notice Register (Rulemaking Calendar Issue)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
California Regulatory Notice Register (Annual Index)	2007-2008: *See comment below.	Proposed 2008-09: *See comment below.
Legal Source Book Only	2007-2008: \$85.00 each	Proposed 2008-09: \$85.00 each
Legal Source Book Revisions (1-Year)	2007-2008: \$85.00 each	Proposed 2008-09: \$85.00 each
Binder Only	2007-2008: \$10.00 each	Proposed 2008-09: \$10.00 each

For additional information regarding SAM and Legal Source Book subscriptions contact the Office of State Publishing at (916) 445-5353 (CALNET 485-5353).

Graphic Design Services

Blending principles of visual communication and creative conceptualization with research, we develop the best graphic communication strategy to meet each customer's unique marketing needs.

2007-2008:
Estimates and consultation available upon request.

Proposed 2008-09:
Estimates and consultation available upon request.

For additional information or to set up a consultation contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Mail Merge Services

Documents can be produced that combine standard text with lists of unique information, including form letters, mailing labels, and addressed envelopes.

2007-2008:
Estimates and consultation available upon request.

Proposed 2008-09:
Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit the OSP website at www.dgs.ca.gov/osp.

On-line Publishing Services

Digital processing on demand printing, and in-line roll to roll preprinted just in time imprinting finishing services. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

2007-2008:
Estimates and consultation available upon request.

Proposed 2008-09:
Estimates and consultation available upon request.

Printing Procurement

Procurement assistance with large and complex commercial orders produced outside the state printing plant that are

2007-2008:
Estimates and consultation

Proposed 2008-09:
Estimates and consultation

competitively bid and project managed through this unit. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

available upon request

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Printing Publications

Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines and others. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

2007-2008:

Estimates and consultation available upon request.

Proposed 2008-09:

Estimates and consultation available upon request.

Printing & Publishing Education Workshops

Customer workshops are offered to help assure efficient preparation and processing of publishing projects. Classes include Mail Piece Design, Preparing Your Files for Desktop Publishing, Paper Basics, Advertising in State Publications, Forms Management, Forms Analysis and Design, and Introduction to Electronic Forms.

2007-2008:

Estimates and consultation available upon request.

Proposed 2008-09:

Estimates and consultation available upon request.

For additional information, contact the Office of State Publishing at (916) 323-5098 (CALNET 473-5098) or visit the OSP website at www.dgs.ca.gov/osp.